

**Office of the State Public Defender
Administrative Policies
Human Resources**

Subject: Montana State Telephone Network Use	Policy No.: 501
Title	Pages: 2
Section:	Last Review Date: 4-1-07
Effective Date: 7-1-06	Revision Date:

1. POLICY

The state's telecommunications facilities are provided for the conduct of state business. The use of the state's telecommunications facilities for essential personal business must be kept to a minimum and not interfere with the conduct of state business. All Office of the State Public Defender employees are required to acknowledge that they understand and will adhere to this policy by signing the Telephone Use Acknowledgement Form (attachment A).

2. PERMITTED USE

In addition to state business, the state's telecommunications facilities may be used by state employees and officials for local and long distance calls to latch-key children, teachers, doctors, day care centers, baby sitters, and family members to inform them of unexpected schedule changes and other essential personal business. All in-state and out-of-state calls made on the State Telecommunications Network are billed to the originating state telephone number. Essential personal long distance calls must be collect, charged to a personal third-party number, or charged to a personal credit card.

3. COVERED FACILITIES

The state's telecommunications facilities include any state-owned, leased, contracted for, operated, or maintained telecommunications equipment, services, or facilities, including private branch exchanges, telephone key systems, teleconferencing systems, local and long distance telecommunications circuits, cellular telephones, data communications equipment, video capabilities, land mobile radio equipment, telephone credit cards, facsimile equipment, and voice mail.

4. CLOSING

This policy shall be followed unless it conflicts with negotiated labor contracts or specific statutes, which shall take precedence to the extent applicable.

Violation of any provision of this policy may result in disciplinary action up to and including termination.

Questions about this policy can be directed to your supervisor or to the OPD Human Resource Officer at:

Office of the State Public Defender
Administrative Service Division
44 West Park, Butte, MT 59701
(406) 496-6091

ATTACHMENT A
TELEPHONE USE
ACKNOWLEDGEMENT FORM

By signing this form I acknowledge that I have read the "Montana State Telephone Network Use" policy and I understand that I am bound by the requirements in that policy.

I know that I may direct any and all questions about the policy to my supervisor or the Human Resource Officer before signing or at any time in the future.

PRINT NAME: _____

SIGNATURE: _____

DATED: _____

This form must be signed and returned to:

Office of the State Public Defender
Human Resource Office
44 West Park
Butte, MT 59701

(406) 496-6091